



July 1, 2004

«Contact», «Title»
«Entity_Name»
«Street_Address»
«City», MI «Zip_Code»

I am writing to invite you to a State of Michigan symposium that will inform you of three potential cost-saving resources available to local governments and public schools in the State of Michigan. This is part of our effort to improve the partnership between the state, local government, and public schools at all levels, especially in these challenging budgetary times.

These three resources are the Mailing Services program, the Printing Services program and the Consulting Services program. These programs are available for your print and mail needs this summer and fall.

The Mailing Services program is originally designed to process outgoing mail from state agencies in the capitol area. These services include mail inserting, addressing, metering and presort. For many local governments and schools, presort is either an expensive option or is not an option at all because of limited mail volumes. By using the state's program, you can pool your outgoing mail with the state's, and you may be able to reduce your postage costs by over \$.05 per piece. Presort also can shorten the time it takes for your mail to reach your customer. The service is provided at a secure facility near Lansing that handles both routine and sensitive mailings.

The Printing Services program includes two general areas of service: traditional press printing/copying, and also variable print output from mainframe and client server applications. Examples include brochures and publications, and also customer-specific billing, pay checks, EFT statements, IRS 1099 forms, report cards, correspondence and other types of individualized printing. Since both Printing Services and Mailing Services are located in the same facility, information can be printed and mailed the same day to improve responsiveness to your customers. And since the program uses electronic files to speed the printing process, it is available regardless of your location.

The Print and Mail Consulting Service is designed to help make printing and mailing efforts easier and less costly. The consultants are experts in print and mail project design and implementation. They can work with you to help you meet your communication goals, manage print bidding, and suggest ways to further reduce mailing costs through layout and mail classification options.

The dates of the symposiums are July 27, 2004 and September 14, 2004 at 1:30 p.m., at the state's print and mail facility outside of Lansing. **Please RSVP by July 13, 2004**, if you or your colleagues wish to attend, and please feel free to share this information with any contacts you have working in the public sector who may wish to attend. Please register by going online to www.surveymonkey.com/s.asp?u=98252535118, or by calling Michelle Hughes at (517) 322-6381.

I hope you find these programs of interest, and we would welcome the opportunity to meet with you to discuss them further. If you have questions or concerns, please feel free to contact us at (517) 322-1889. You also can contact me by email at Stamourw@Michigan.gov.

Sincerely,

William St. Amour

William SaintAmour
Director, DMB Agency Services Operations